

Model Community Guidelines Small Office - Professional Services

1. Practice waste reduction, reuse and recycling:
 - Use reusable items vs. Disposable items (e.g. Ceramic mugs for staff)
 - Practice double-sided photocopying
 - Set up in-house recycling program (e.g. Office paper and corrugated cardboard)
 - Purchase supplies in bulk where possible
 - Reuse scrap paper (e.g. Make into note pads)
 - Reduce amount of junk mail received by writing and advising your current subscription not to share your name and address with other mailers. Also, write to Mail Preference Service, Direct Marketing Association, 11 West 42nd Street, New York, NY 10036
 - Eliminate use of Styrofoam products (e.g. Cups and packaging)
 - Recycle toner or cartridges for copy machine or printer
 - Minimize use and seek out alternatives to toxins (such as cleaners)
 - Use route slips in place of post-its
2. Use products made from recycled content:
 - Purchase office paper and administrative products made with recycled content (e.g. Paper, letterhead, paper towels, tissue paper, note pads, business cards, credit card slips, etc.; indicate on letterhead, etc., “printed on recycled paper”)
 - Use non-colored pads (less toxic and more readily recyclable)
 - Purchase and use at least two other items made with recycled content (e.g. Desk organizers, such as recycling bins, desk top trays, if applicable)
3. Promote waste reduction and recycling:
 - Encourage employees to share magazines and newspaper subscriptions